

Spec. Code: 3587
Occ. Area: 03
Work Area: 023
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 05/18/92

RESEARCH LABORATORY SHOP SUPERVISOR

Function of Job

Under administrative supervision from designated administrative and/or academic personnel, to provide general supervision of work performed in a research laboratory machine shop(s) with approximately ten or more personnel and the extent and scope of whose project(s) require expert guidance and the highest level of performance in the development, construction, and repair of research equipment.

Characteristic Duties and Responsibilities

1. assigns, directs, and is responsible for work performed in a research laboratory machine shop
2. plans work flow, keeps time and cost records, and approves time reports
3. initiates requests for shop equipment, tools, supplies, and stock materials
4. is responsible for the security and care of shop tools and equipment
5. performs highly skilled precision work in the construction, calibration, and repair of research equipment
6. assists in the design and development of specialized research apparatus
7. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. completion of high school courses in physics, college algebra, and trigonometry
3. ten years of experience as a machinist, including five years in the design and construction of precision research apparatus and two years in a supervisory capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of shop mathematics, machine tools, precision measuring instruments, shop techniques and procedures, working properties and treatment of metals and plastics, and stockroom operation
2. ability to do high precision work with hand or machine tools
3. ability to read and interpret complex drawings, sketches, diagrams, and designs
4. ability to organize, assign, and direct work
5. ability to work well with the staff and the public